




Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2010-147

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
WDE602 Completers

FROM: Susan Williams, Data Quality Specialist
Information Management Division 

DATE: August 27, 2010

SUBJECT: Fall 2010 WEN VIDEO TRAINING
WDE602 WISE School District Staff Member Collection

INFORMATION TO SHARE

The Wyoming Department of Education (WDE) will hold a training session on Thursday, September 9, 2010, from 2:00 p.m. to 3:50 p.m. to address the WDE602 WISE School District Staff Member Collection. This training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum answers districts' most frequently asked questions regarding the Fall 2010 WDE602 data collection training.

Who should attend?

Both technical and content school district personnel should attend this training. WDE recommends that each WISE Coordinator attend, along with Human Resource Administrators and the person responsible for completing the WDE602.

What is the agenda?

A portion of the presentation will focus on the submission process via the WDE Fusion Portal as well as the content of the WDE602 collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. Content experts from WDE will be on hand to answer any additional questions that district personnel may have.

School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
WDE602 Completers
Memo No. 2010-147
Page 2

When to sign up?

If you are interested in joining this training, please contact your local WEN Video scheduler to sign up your site.

Information on the WDE602 Collection

What is the WDE602 data collection?

The WDE602, or fall staffing collection, collects statistics on all staff members within each school district. The collection consists of six separate data files. The six files are 1) Staff/Employment, 2) Assignment, 3) Experience, 4) Education 5) Schedule Header, and 6) Salary Schedule.

The Staff/Employment file collects information on the staff members' demographics and current employment status within the school district. The elements within the Assignment file collect information on the staff members' current assignment. Experience records are added for new employees and employees working in new experience groups. The Education file collects post-secondary information on all principals, assistant principals, teachers, tutors and instructional facilitators as well as Praxis II information. The Schedule Header provides information on the construction of each district's salary schedule. The Salary Schedule contains a salary distribution for those staff members that are on that particular schedule.

What is the purpose of the WDE602 data collection?

The information collected in the WDE602 is necessary for reporting at both the state and federal levels. At the state level, staffing data are used to complete the funding model as specified in Wyoming State Law 21-2-203. At the federal level, the number of Highly Qualified Teachers is an indicator for the No Child Left Behind (NCLB) Legislation.

What previous notification was provided to districts?

The full WISE collection schedule is available on the Forms Inventory Calendar: <https://wdesecure.k12.wy.us/stats/forms.inventory>. The Fall WISE collection schedule is also available through the WISE Info Center on the Fusion Portal: http://fusion.edu.wyoming.gov/MySites/Data_Collection/data_collection_forms_inventory.aspx.

When is the Collection Window?

The collection will be submitted through the State Report Manager. The data collection window is from October 1 – October 27, 2010. The Fall 2010 WDE602 data collection is due on October 27, 2010, by 5:00 p.m.

School District Superintendents
WISE Coordinators
Business Mangers
Personnel Directors
WDE602 Completers
Memo No. 2010-147
Page 3

Where are the Collection Documents Posted?

The current data elements and business rules are available on the WISE website at <http://www.k12.wy.us/wise>. The staffing manual and guidebook will be available on September 1, 2010. School districts will be contacted via e-mail once this document has been posted to the WISE website.

Who to Contact for More Information?

If you have any content or submission questions regarding the WDE602, please contact Susan Williams at 307-777-6252 or swilli@educ.state.wy.us.

If you have any questions about the WISE project, please contact Drew Dilly at 307-777-3656 or ddilly@educ.state.wy.us.

SW:tw